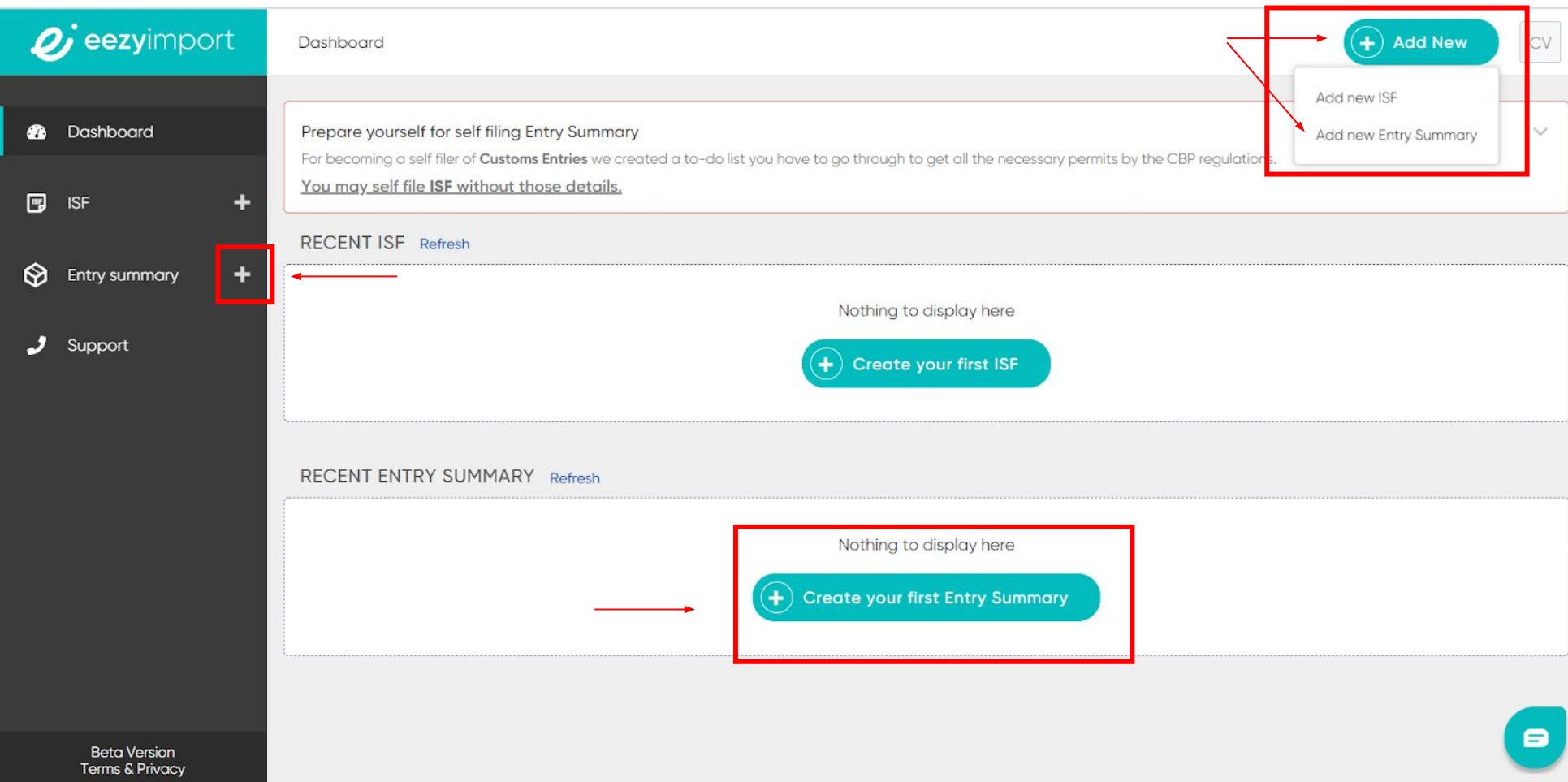


Support guide- Air Entry filing

Entry filing

In order to create a new Entry, choose “Add new Entry” or press + in the Entry menu.



The screenshot shows the eezyimport dashboard. On the left sidebar, the 'Entry summary' menu item is highlighted with a red box and a plus sign. In the main content area, the 'RECENT ISF' section is highlighted with a red box, showing a 'Nothing to display here' message and a 'Create your first ISF' button. The 'RECENT ENTRY SUMMARY' section is also highlighted with a red box, showing a 'Nothing to display here' message and a 'Create your first Entry Summary' button. A red box in the top right corner highlights the 'Add New' button, which has a dropdown menu with options 'Add new ISF' and 'Add new Entry Summary'. Red arrows indicate the flow from the sidebar menu to the 'RECENT ISF' section and from the 'Add New' button to its dropdown menu.

Dashboard

Prepare yourself for self filing Entry Summary
For becoming a self filer of **Customs Entries** we created a to-do list you have to go through to get all the necessary permits by the CBP regulations.
You may self file ISF without those details.

RECENT ISF Refresh

Nothing to display here

+ Create your first ISF

RECENT ENTRY SUMMARY Refresh

Nothing to display here

+ Create your first Entry Summary

+ Add New

Add new ISF

Add new Entry Summary

Beta Version
Terms & Privacy

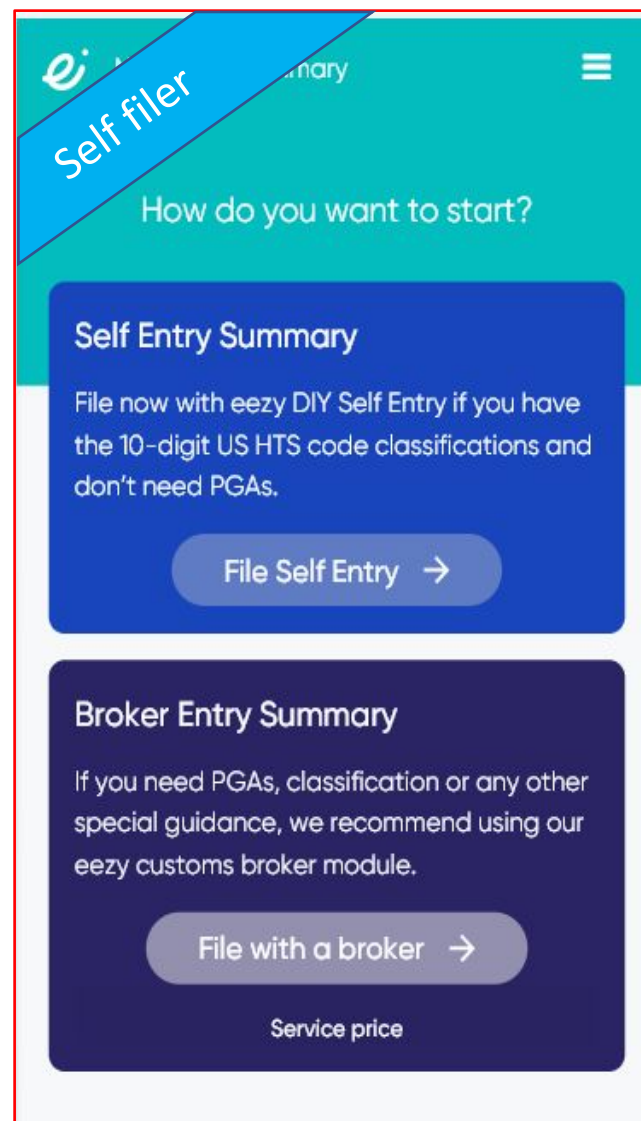
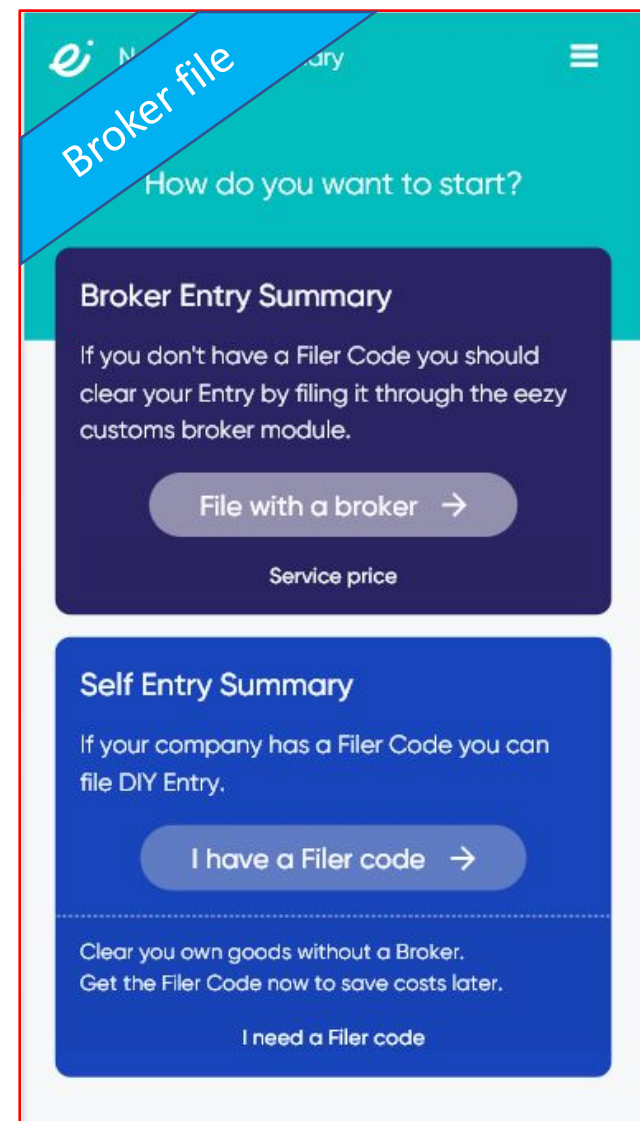
Entry filing

When filing a new Entry, you are requested to choose between Broker Entry and Self Entry.

Please note that in order to file a Self entry you need to have:

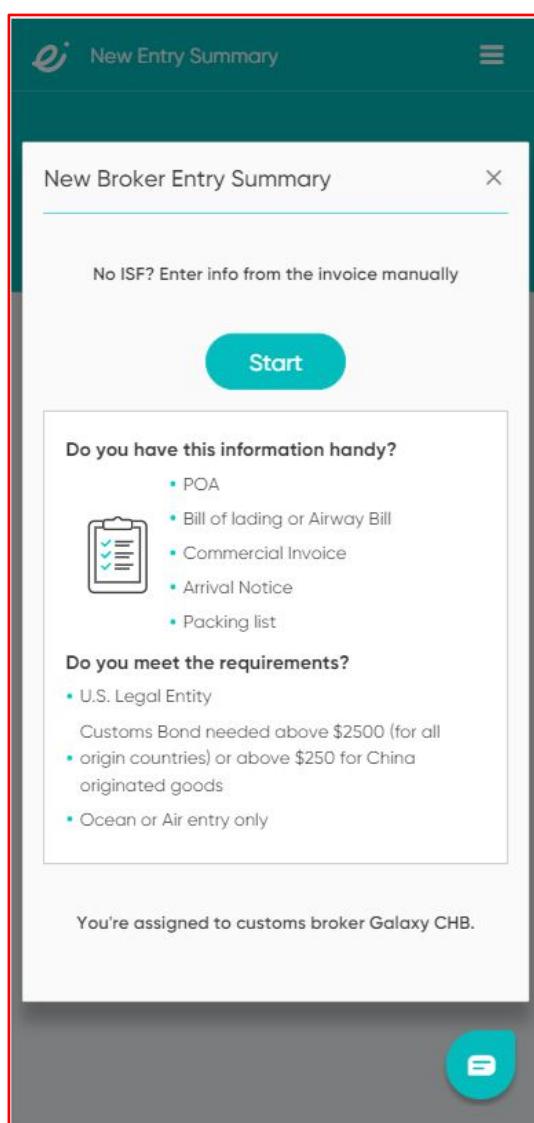
1. Assigned Filer code
2. Updated ABI client representative
3. Assigned PUN
4. Full local US HTS code combined from 10 digits
5. No PGA is required for clearance of your products.

*You can see the service price below the action link.



Broker Entry - Air

Make sure to have the required information and choose the mode of transport of your shipment.



New Entry Summary

New Broker Entry Summary

No ISF? Enter info from the invoice manually

Start

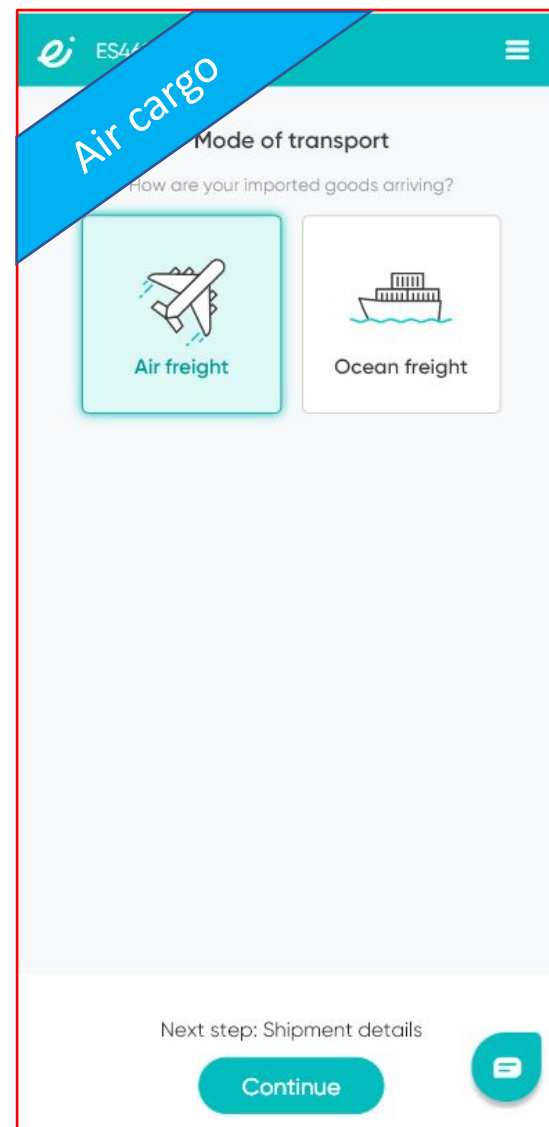
Do you have this information handy?

- POA
- Bill of lading or Airway Bill
- Commercial Invoice
- Arrival Notice
- Packing list

Do you meet the requirements?

- U.S. Legal Entity
- Customs Bond needed above \$2500 (for all origin countries) or above \$250 for China originated goods
- Ocean or Air entry only

You're assigned to customs broker Galaxy CHB.



ES44

Air cargo

Mode of transport

How are your imported goods arriving?

Air freight

Ocean freight

Next step: Shipment details

Continue


Broker Entry - Air


Shipment details


Make sure to fill in the details according to the information in your documents (BL, invoice, Arrival Notice, etc.)

Important note:
VIA field is required for shipments where entrance port is not the final unload port. Make sure to fill it in so that your shipment will be operated as required.

If the Port of Entry and the Port of Unlading are different, you will need to set Immediate(In-Bond) transfer number and date provided by the forwarder in the Arrival Notice.


ES4688564


Shipment details



Find those details on your AMS Arrival notice or Bill of Lading form.

Flight

Flight number

Type

☒ **Formal**
Above \$2500 (for all origin countries) or above \$250 for China originated goods


☐ **Informal**
Under \$2500 (for all origin countries) or under \$250 for China originated goods


Module

☐ Self entry
 ☒ Broker entry

Duties payment type

☒ Paypal
 ☐ ACH Method


ES4688564


Shipment details

Duties payment type

☒ Paypal
 ☐ ACH Method

From

☐ Multiple foreign ports.

Foreign port of lading

Code or name of port where the goods were loaded onto the ship

Export date

Date the ship left the foreign port of loading. The entry should be filed from 5 days prior to arrival date and until 5 days after.


To


Place of final destination of the shipment

Location of goods

Usually a warehouse. Find this in your Arrival Notice

Place of delivery (Port of Unlading)


ES4688564


Shipment details

Usually a warehouse. Find this in your Arrival Notice

Place of delivery (Port of Unlading)

Code or name of the final destination

Arrival date

Estimated arrival date to Port of delivery. The entry should be filed from 5 days prior to arrival date and until 5 days after.

US State of destination

Via

The port where your goods first enter the U.S.



☐ The port of discharge is different than my place of delivery


Next step: Bill of Lading Details

Continue

Skip

Make sure to fill in the details according to the information in your documents, and upload the Airway bill (AWB) and your Arrival notice to the request.


ES4688564



Airway bill

Airway bill

Airway Bill prefix is the airline code.
Airway Bill number is a unique identifier assigned to your shipment.
 Find those details on your Airway bill form.

Master Airway Bill prefix

3 digits of Airline prefix

Master Airway Bill number

8 digits AWB

House Airway Bill prefix

3 digits of Airline prefix


House Airway Bill number

8 digits AWB



Immediate transfer (IT) information


Get this from your Arrival Notice

IT number



Tracking number for your goods


ES4688564



Bill of Lading

☒ **Prepaid**

If you paid one of those, they may be deducted according to your Incoterms.

Insurance

USD

Transportation charges



USD


Transportation charges as per Incoterms

Freight cost *

USD


☐ **Collect**



ES4688564




Bill of Lading

Attach documents

Please upload documents : Bill of lading, Commercial Invoice, Arrival Notice, Other documents - Permits / PGAs




Bill of Lading #1


Arrival notice


Packing list

[+ Add other document](#)

Next step: Consignee info

Broker Entry - Air

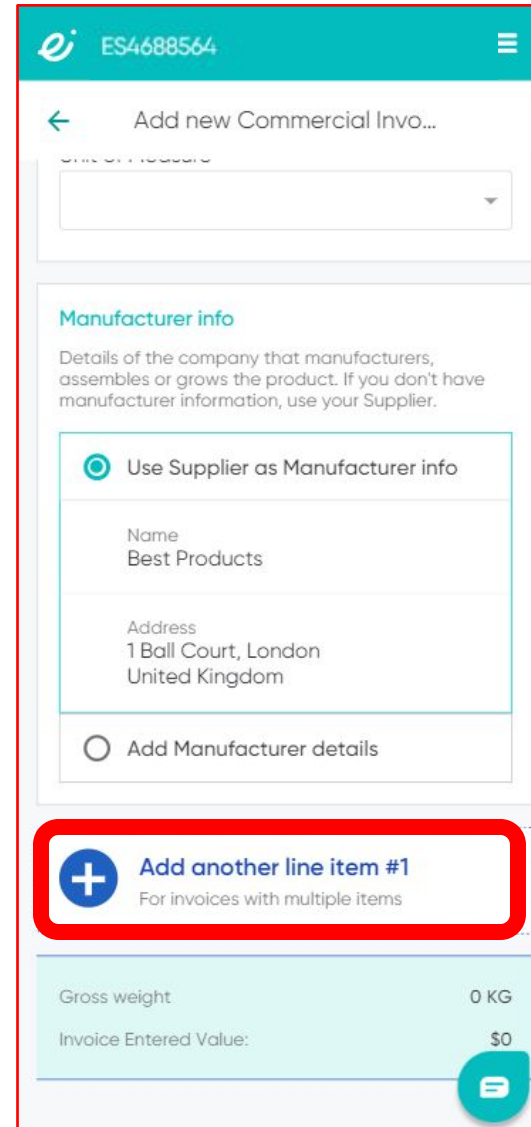
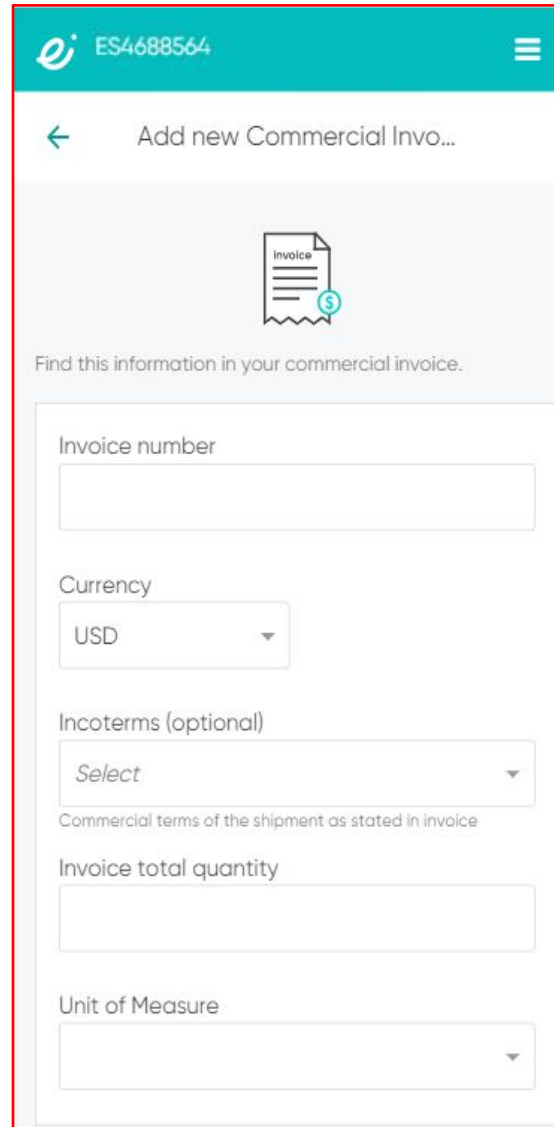
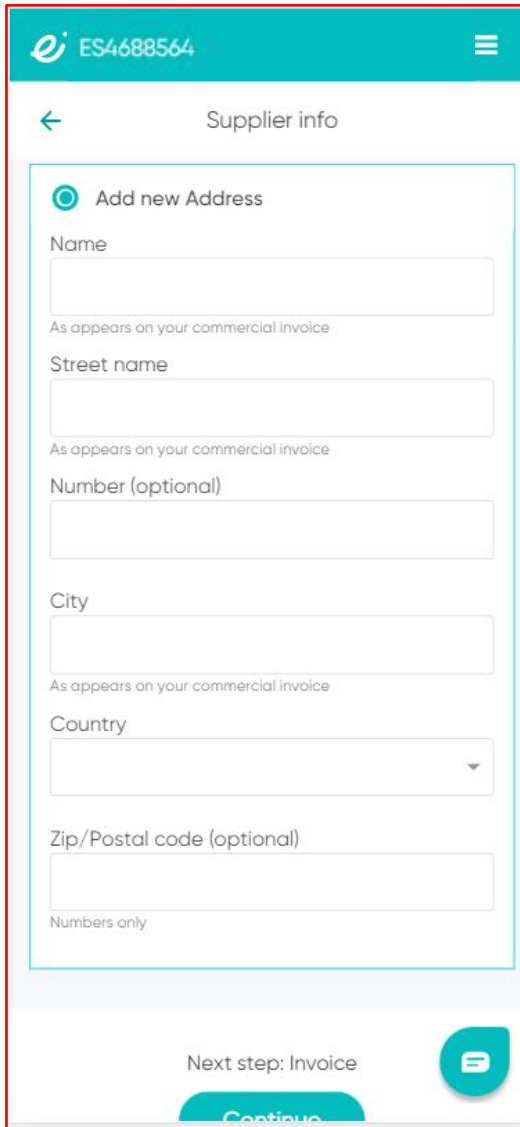
Supplier info


Fill in supplier information as shown in your shipment documents.

Autocomplete is enabled on the 4th letter from previously used entities.

If you have based the entry on a filed ISF, the info will be taken automatically into the Entry and can be changed if needed.

Press **“Add products HTS code”** and fill in the required information in the new window opened.



 Add item #1

Fill in the HTS code information from your commercial invoice.

HTS code ⓘ

Complete 10-digit code

Country of Origin

The country of manufacture, production, or growth of the item.

Country of Export

The country from where the goods are shipped.

Item description

As mentioned on the commercial invoice

Gross weight

+ Add new unit

☐ I have a Trade certificate for this item

+ Special Chapter HTS (if you have)

Entered value

USD

Save



In this section you will be asked to fill in the HTS code and the country of origin, according to the information in your invoice.

Do note that you are required to fill in all the HTS lines fully and correctly according to the lines on your invoice.

Different items require different HTS codes, and in case you have more than one manufacturer, you will need to fill in a different line for each manufacturer.

If you have more than 5 lines, there will be an additional cost.

In case you have a trade certificate for the shipment, check the Trade Certificate box, and make sure to upload it in the Summary page.

For Broker module only - If you do not have the full and correct U.S. HTS 10-digit classification number, you can leave it blank and fill in the description as provided in the invoice correctly.

Updates and additional fees may be added by the Broker (adding HTS for the current product, extra handling, and PGAs if applicable).


When done - press the “save” button



In this section you will find the invoice summary according to the details inserted to the system. If you wish to add products press the “Add product HTS code #2” and so on.

For shipments with multiple invoices, you are requested to declare each invoice and upload it to your request, simply press the “Add another invoice” button.

Invoice



Find this information in your commercial invoice.

Invoice number

Currency
USD

Incoterms (optional)
Select

Commercial terms of the shipment as stated in invoice

Cancel Save


Manufacturer info


If you don't have manufacturer information, use your Supplier.

Name
TEST SELLER
Address
7 TEST STREET, brussels
Belgium

Attach documents

Please upload or drag-and-drop documents : Bill of Lading, Commercial Invoice, Arrival Notice, Other documents - Permits / PGAs


 Invoice


 Line #1 8422.30.9180

+ Add other document

Attach documents

Please upload or drag-and-drop documents : Bill of Lading, Commercial Invoice, Arrival Notice, Other documents - Permits / PGAs

 Invoice

 Line #1 8422.30.9180

+ Add other document

Line Item #1 8422.30.9180

Test items

Entered value \$16,000

+ Add product HTS Code #2

Gross weight: 500 KG

Invoice Entered Value: \$16,000

Next step: Invoice summary

Continue

Invoices

Invoice #1: 3


Currency USD

Manufacturer TEST SELLER
7 TEST STREET, brussels
Belgium

Line items 1

Gross weight 500 KG

Invoice Entered Value: \$16,000



Add another invoice - #2
For shipments with multiple invoices

Next step: Summary

Continue

Broker Entry - Air

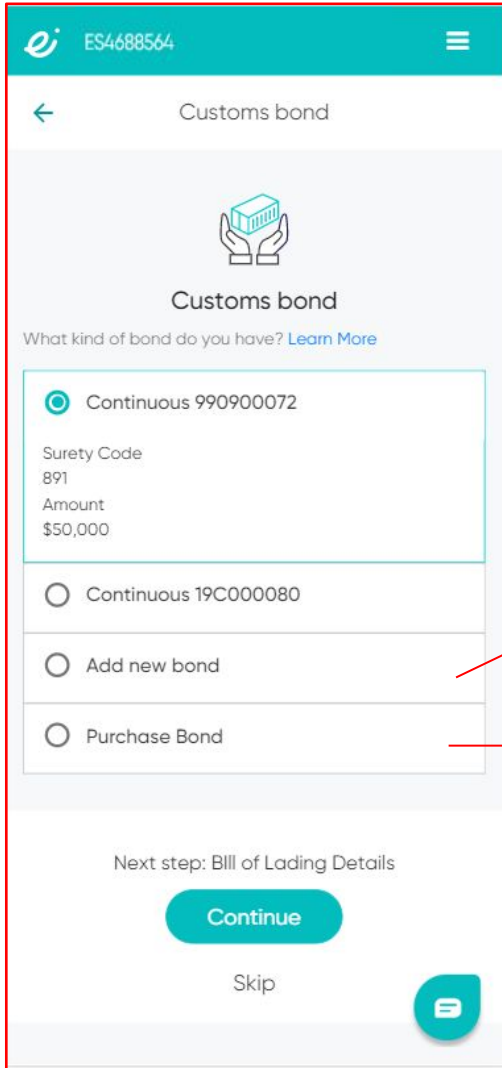
Customs bond

In case you have a continuous bond on file with the CBP, the bond information will be saved to your business profile so that it can be used for your future shipments.

If you purchased a single customs bond outside of eezyimport, you can press “Add new bond” and fill in the bond information.

In case you don't have a bond you may purchase one with us (prices for the different bond services can be found on our website - <https://www.eezyimport.com/price/>).

Please note that in case the port on entry is not the final port, the port details to insert when purchasing the bond are the final port details.



eezyimport ES4688564

Customs bond

What kind of bond do you have? [Learn More](#)

☒ Continuous 990900072

Surety Code
891

Amount
\$50,000

☐ Continuous 19C000080

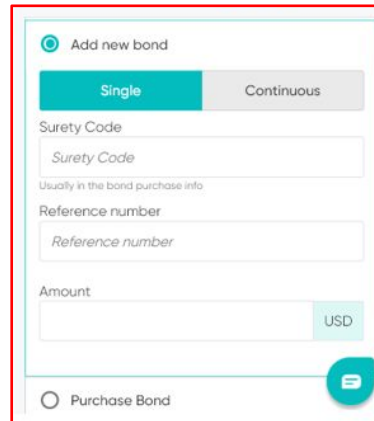
☐ Add new bond

☐ Purchase Bond

Next step: Bill of Lading Details

[Continue](#)

[Skip](#)



☒ Add new bond

☒ Single ☐ Continuous

Surety Code

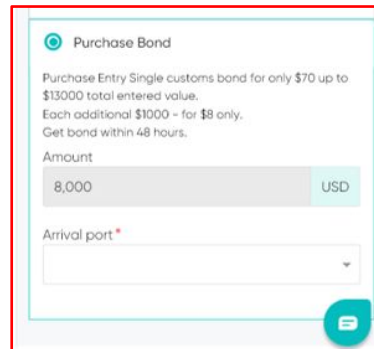
Usually in the bond purchase info

Reference number

Amount

USD

☐ Purchase Bond



☒ Purchase Bond

Purchase Entry Single customs bond for only \$70 up to \$13000 total entered value.
Each additional \$1000 - for \$8 only.
Get bond within 48 hours.

Amount

USD

Arrival port*


Broker Entry - Air


Once all the information is inserted to the system, you will find the entry summary. In case there is missing or wrong information, the system will highlight it in red.


After correcting the invalid field, the information will turn black, meaning you may proceed with your request.

In case your shipment has multiple BLs you will be asked to upload the second BL to your entry.

After making sure that all the information is correct, finalize the filing by payment for the Entry.

 ES1257368



Shipment details


Vessel name
TEST

Voyage number
T123

Type
Formal

Duties payment type
Paypal

Foreign port of lading
57035 Shang hai CH


Export date
07/13/2020

Place of delivery (Port of Unlading)
4601 New York/Newark Area, New Jersey

Arrival date
08/10/2020

Location of goods
E135 NEW YORK SAND & STONE LLC

US State of destination
New York


Importer info


ID number
EIN 57-123456789

Name
John Smith CV

Address
7 5th avenue, New York
United States, New York

Add Bill of Lading #2

 **Add Bill of Lading #2**
For shipments with multiple bills of lading

Totals

Gross weight
500 KG

Total Entered Value
\$16,000

Coupon

Apply




Payment breakdown

Here is your eezyimport Payment breakdown for filing ES4270457:

Broker Entry
\$65

Total payment for you
\$65

You may also pay via PayPal with

PayPal Checkout



Filing an Entry using our Broker module requires that you will fill in a POA (Power Of Attorney) so that broker would be able to file the Entry on your behalf.

Note that all entities excluding corporations are required to notarize the POA for it to be valid.

**CUSTOMS POWER OF ATTORNEY
And
DESIGNATION OF EXPORT FORWARDING AGENT**

Check appropriate box: ☐ Individual ☐ Sole Proprietorship
☐ Partnership ☐ LLC
☐ Corporation

KNOW ALL MEN BY THESE PRESENTS: That, _____, Doing
(Full Name of person, partnership, corporation, sole proprietorship, or LLC)

Business as a: _____, IRS or Social Security No. : _____,

Under the laws of the State of : _____, residing or having a principal place of business at

: _____, hereby constitutes and appoints

Galaxy Custom House Brokers Inc.; its officers, employees, and/or specifically authorized agents, to act for and on its behalf as a true and lawful agent and attorney of the grantor for and in the name, place and stead of said grantor, for this date, in the United States (the territory) either in writing, electronically, or by other authorized means to:



1. Check relevant entity type
2. Fill in full name of entity
3. DBA (doing business as), if applicable
4. Fill in entity IRS/EIN number, for individuals SSN number
5. Fill in the name of the state where the company is located, for individual home address
6. Fill in full address (not PO box)

**CUSTOMS POWER OF ATTORNEY
And
DESIGNATION OF EXPORT FORWARDING AGENT**

Check appropriate box:

☐ Individual ☐ Sole Proprietorship
☐ Partnership ☐ LLC
☐ Corporation

KNOW ALL MEN BY THESE PRESENTS: That [redacted] [redacted]

Business as a: [redacted] (Full Name of person, partnership, corporation, sole proprietorship, or LLC) I [redacted] Social Security No. [redacted]

Under the laws of the State of: [redacted] [redacted] living or having principal place of business at

[redacted] hereby constitutes and appoints
Galaxy Custom House Brokers Inc.; its officers, employees, and/or specifically authorized agents, to act for and on its behalf as a true and lawful agent and attorney of the grantor for and in the name, place and stead of said grantor, for this date, in the United States (the territory) either in writing, electronically, or by other authorized means to:



1. Leave empty
2. Fill in the full name of the company
3. Sign
4. Position of the signatory
5. Fill in the name of the state where the company is located ,for individual home address
6. Witness signature (Notary)

Grantor hereby acknowledges receipt of terms and conditions.

IN WITNESS WHEREOF, the
(Full name of company)

Caused these presents to be sealed and signed: (Signature)

(Capacity) :

Witness :

(If you are the importer of record, payment to the broker will not relieve you of liability for U.S. Customs charges (duties, taxes or other debts owed Customs) in the event the charges are not paid by the broker. Therefore, if you pay by check, Customs charges may be paid with a separate check payable to "U.S. Customs Service" which shall be delivered to Customs by the broker. Importers who wish to utilize this procedure must contact our office in advance to arrange timely receipt of duty checks.)

INDIVIDUAL OR PARTNERSHIP CERTIFICATION

City _____
County _____
State _____

} SS:

On this _____ day of _____, 20____, personally appeared before me _____,

Residing at _____,

Personally known or sufficiently identified to me, who certifies that _____ (is) (are) the

Individual(s) who executed the foregoing instrument and acknowledged it to be _____ free act and deed.

(Notary Public)

**This section is only required only if
partnership or individual**

Notary section will be filled in and
signed by the Notary.



- 1.Name of the signatory
- 2.Position of the signatory
- 3.Full name of the company
- 4.Country under which the company is registered
- 5.Name of the signatory of the POA
- 6.Position of the signatory of the POA
- 7.Day and Month of the meeting
- 8.Name of the city where signatory took place
9. Date when signatory took place
10. signatory signature and date

CORPORATE CERTIFICATION
(To be made by an officer other than the one who executed the power of attorney)

I ¹ certify that I am the ²
Of ³ organized under the laws of ⁴
That ⁵ signed the power of attorney on behalf of the donor is the ⁶
Of said corporation; and that said power of attorney was duly signed, and attested for and in behalf of said corporation by
Authority of its governing body as the same appears in a resolution of the Board of Directors passed at a regular meeting held
On the ⁷ day of ⁷ now in my possession or custody. I further certify that the resolution is in accordance
With the articles of incorporation and bylaws of said corporation.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said corporation, at the City of: ⁸
This ⁹ day of ⁹ 20 ⁹

¹⁰
(Signature) (Date)